

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

Budget Development System (BDS)

Enacted Budget Recast by Activity

*Version 1.1 Final
May 2005*

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ABOUT THIS TUTORIAL

DO NOT USE THIS TUTORIAL UNTIL YOU HAVE ANALYZED THE ENACTED BUDGET FOR IMPACTS TO ACTIVITIES AND DOLLARS.

This tutorial was developed to take budget staff through two options for recasting the Enacted Budget by activity using BDS. The sample budget developed in this tutorial is developed at the program level using the most basic features of BDS.

This tutorial can be used for individual practice, or developing the agency budget request. Actual values to be entered when using for practice are **highlighted** on each task. Each task is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a 📖 on the task. Appendix 1 contains a central listing of all these business rules.

Every effort is made to ensure that the BDS tutorial and OFM Allotment Instructions agree in every way. In the case there is a discrepancy, the Allotment Instructions take precedence. Please complete the Tutorial Evaluation at the back of the tutorial to report any discrepancies found.

Not every feature of BDS will be covered in the training. The BDS Complete System Manual is available to users. That document explains every function of BDS screen by screen and is all-inclusive. It will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the BDS reference desk (<http://systems.ofm.wa.gov/basspr/library/bds.html> or <https://fortress.wa.gov/ofm/systems/basspr/library/bds.html>) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at <http://systems.ofm.wa.gov/basspr/library/> or <https://fortress.wa.gov/ofm/systems/basspr/library/default/> for Fortress users. The library may also be accessed by the help links available in the BASS applications.

OPTION 1 – RECAST YOUR BUDGET BY DECISION PACKAGE

Option 1, Task 1 – Create your Enacted Budget Version

Prior to entering the enacted budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this case the relation is all the decision packages that comprise of the agency biennial enacted budget. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address <http://systems.ofm.wa.gov/basspr/login/login.asp> (or <https://fortress.wa.gov/ofm/systems/basspr/login/login.asp> for Fortress users) in the address bar of the browser.
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*
3. Select the calculator icon for **Budget Development System (BDS)**.



4. From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**.

The screenshot shows the 'BDS Menu' interface. It has a yellow background with a list of menu items on the left and a list of sub-items on the right. The 'Other budget management options' item is highlighted in blue. The 'Version Management' sub-item is also highlighted in blue, and its dropdown menu is open, showing 'Add/Update Version' as the first option, which is also highlighted in blue. Other sub-items include 'Titles Management' and 'AFRS Extract'. The main menu items include 'Load my agency budget base (AFRS Extract)', 'Adjust my budget base (View/Edit CB Level Decision Packages)', 'Add decision package to my base', 'Update decision packages', 'Re-prioritize my agency's decision packages', 'Lock a decision package', 'Lock a budget version', and 'Verify data to be released to OFM'.

BDS Menu	
Load my agency budget base (AFRS Extract)	
Adjust my budget base (View/Edit CB Level Decision Packages)	
Add decision package to my base	
Update decision packages	
Re-prioritize my agency's decision packages	
Lock a decision package	
Lock a budget version	
Other budget management options	Decision Package Control Prioritize Decision Packages Agency Decision Package Identification Merge Decision Packages
Verify data to be released to OFM	Version Management Titles Management AFRS Extract
	Add/Update Version Copy/Merge Version Delete Version Set Default DP Filter

5. Select the appropriate **Budget Period** using the dropdown list box. 2005-07

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters

Budget Period: 2005-07

	Version	Title	Budget Source	Budget Type
1	BK	Brads Version	Agency	Regular
2	CB	Vickis CB	Agency	Regular
3	CF	Data load from WinSum	Agency	Regular
4	VR	Vickis Test Version	Agency	Regular
5	EN	Enacted Recast	Enacted	Regular

Regular
First Year Supplemental
Second Year Supplemental
CB 2nd Year Expenditure Estimates

Save Reset

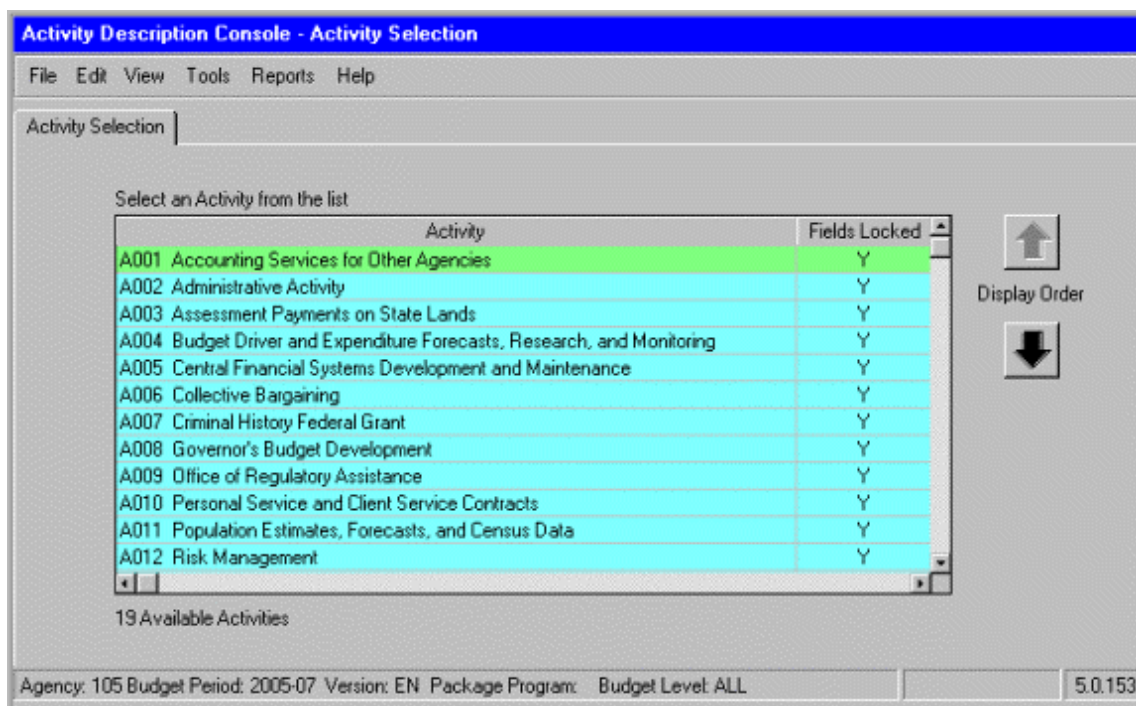
Agency: 105 5.0.153

6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.*
<Your initials>
7. Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents. **<Your Name> Practice**
8. Select **Enacted** from the list of **Budget Sources** available in the dropdown list.
9. Select **Regular** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code.
10. Hit the **Save** button to save the version.

Option 1, Task 2 – Review and Edit Agency Activities

BDS copied all activities considered to be the “official” activities as of the last Governor’s budget into BDS when you added the version in the previous step. This will be the starting point for organizing and describing your activities to reflect the enacted budget. This may require adding activities for new funding or deleting activities that have lost funding or are being consolidated into other activities.

1. Select **Tools / Agency Activity Description** from the BDS menu bar.



2. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the “official” activities.
3. Select **No** when asked if “Do you want this formatted for Word?”

STATE OF WASHINGTON

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: EN - Enacted Recast

Agency: 105 - Office of Financial Management

A001 Accounting Services for Other Agencies
 The Office of Financial Management (OFM) provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator to these agencies. SACS saves the state money by consolidating the budget, payroll, and accounting services of small agencies.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:
 Dollar and FTE staff savings for the state. Small agencies can focus their efforts on achieving their missions and goals. Maintain

4. Click the printer icon to print the report.
5. Review the report to determine changes that need to be made to titles, descriptions, expected results and performance measures.
6. Note activities that should be deleted because of a lack of funding or consolidation with another activity.
7. Note that these fields may be locked in the “official” version meaning you will not be able to update the locked field(s) or delete the activity. In this case you will need to contact your OFM analyst to request the fields be unlocked so that you can make needed changes.
8. Click to select an activity that is to be deleted and is unlocked.
9. If you need to delete an activity, select **Edit / Delete Activity** from the BDS menu bar.

Activity Description Console - Activity Selection

File **Edit** View Tools Reports Help

Activ Edit Detail
Delete Activity
Add Activity

Select an Activity from the list

Activity	Fields Locked
A008 Governor's Budget Development	Y
A009 Office of Regulatory Assistance	Y
A010 Personal Service and Client Service Contracts	Y
A011 Population Estimates, Forecasts, and Census Data	Y
A012 Risk Management	Y
A013 Statewide Accounting Policies and Reporting	Y
A014 Statewide Economic and Revenue Forecasts, Fiscal Planning, and Research	Y
A015 Statewide Policy Development for Governor's Office	Y
A016 Washington Commission for National and Community Services	Y
A017 WorkFirst Program	Y
ZZZZ Compensation Cost Adjustment	N
ZZZY Middle Management Reduction	N

19 Available Activities

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

10. Select **File / Save Changes** to permanently delete the activity.

11. Double click to open an activity requiring edits.

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: A005 Activity Title: Central Financial Systems Development and Maintenance

Activity Description: The Office of Financial Management's (OFM) Central Financial Systems Development and Maintenance section develops, implements, maintains, and supports statewide financial systems for use by state agencies. The financial systems provided by OFM include accounting, budgeting, and reporting systems that allow agencies to manage their financial operations and budget performance. OFM centrally provides these core financial systems so that each agency does not have to develop, operate, and maintain these systems individually, ensuring the maintenance of accurate and centralized accounting of the

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of Postsecondary Learning
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, infer...

Programs Affected (e.g., 010, 020, 030): 110

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

12. Make changes to the title, description, statewide results areas, and program as necessary. *Note: The field must be unlocked for you to make changes. Contact your OFM Analyst to request unlocking.*

13. Click on the Activity Results tab to view expected results and performance measures.

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Related Performance Measures: ☐ Selected Items Only


Supported	Performance Measure
<input checked="" type="checkbox"/>	1010 Fastrack Reports
<input checked="" type="checkbox"/>	1020 Travel Voucher System Vouchers
<input checked="" type="checkbox"/>	8010 Hands-off Payments
<input checked="" type="checkbox"/>	8020 Electronic Payments

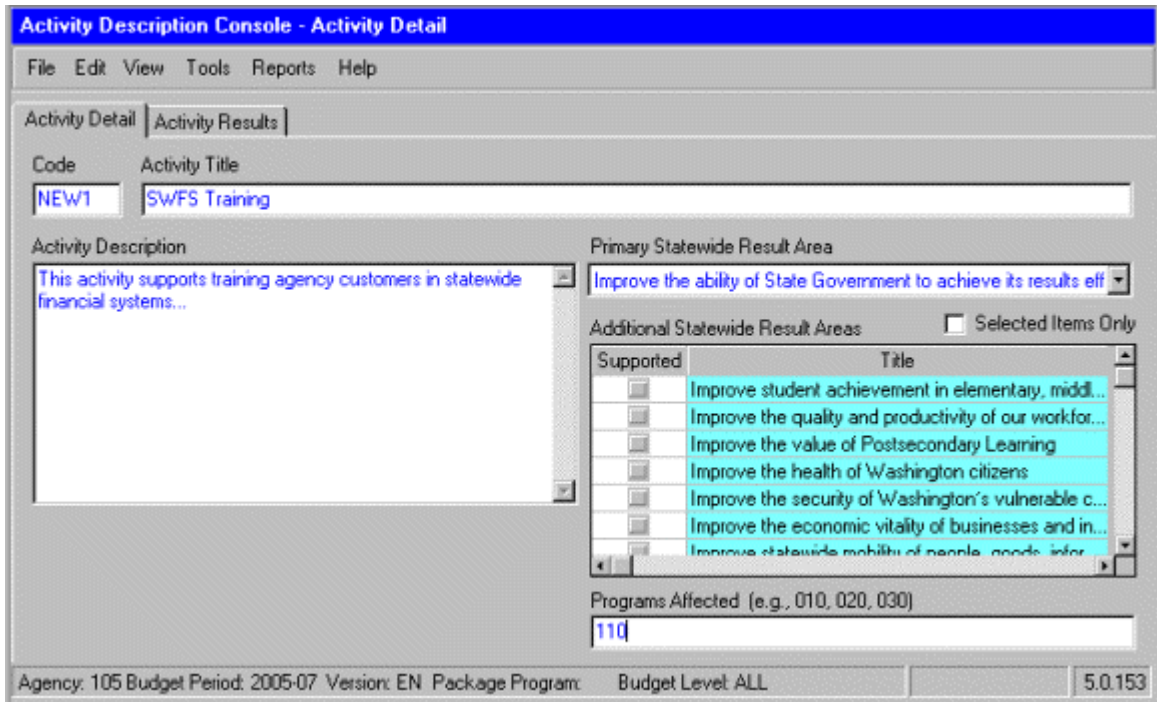
Expected Results: Maximize the value of the state's investments in financial and administrative systems. Streamline business processes to make it easier for state employees to perform their jobs. Provide easy, timely access to valuable information to improve decision making and operational effectiveness. Drive an enterprise-wide framework that supports the cost effective delivery of a modern, secure, integrated suite of financial and administrative systems.

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

14. Check or uncheck performance measures as needed to support the activity. *Note: Editing performance measures, including adding and deleting, is thoroughly described in the Performance Measure Tracking tutorial. Changes to performance measure descriptions are*

not recommended until the new Performance Measure Tracking (PMT) system is implemented in early July 2005.

15. Update the **Expected Results** narrative as necessary to reflect the activity as funded. 
Note: Either Supported performance measures, an Expected Results description, or both are required.
16. Select **File / Save Changes** to save changes to the Activity.
17. Select **View / Activity Selection** to return to the list of activities.
18. If you need to add an activity, select **Edit / Add Activity**.



Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: NEW1 Activity Title: SWFS Training

Activity Description: This activity supports training agency customers in statewide financial systems...

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff...

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of Postsecondary Learning
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, inter...

Programs Affected (e.g., 010, 020, 030): 110

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

19. Enter the Activity code, title, description, statewide result area, and program reference.
20. Select **File / Save Changes**.
21. Select the **Activity Results** tab.

Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input type="checkbox"/>	1010 Fastrack Reports
<input type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments
<input checked="" type="checkbox"/>	NEW1 Number of students trained

Expected Results

Improved accuracy of agency work and submittal to OFM.

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

22. Click to check performance measures that relate to this activity.
23. Enter the **Expected Results** narrative to reflect the activity as funded. *Note: Either Supported performance measures, an Expected Results description, or both are required.*
24. Repeat this task for each new, deleted, or updated activity for your agency.
25. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the “official” activities.
26. Select **No** when asked if “Do you want this formatted for Word?”
27. Print the report and click the **Close** button to return to BDS.
28. Review the resulting report to ensure the activities read as you intend and accurately describe the activities of your agency.

Option 1, Task 3 – Copy Latest Budget Version and Edit

Option 1 is a method to recast by decision package. The version with the agency request that was released last year should be a good starting point. From here you will edit the version to match the budget as enacted.

1. Select **Tools / Version Management** from the BDS menu bar.
2. Select the **Copy/Merge Version** tab.

The screenshot shows the 'Budget Management Console - Version Management' window. It has a menu bar with 'File', 'Edit', 'View', 'Tools', 'Reports', and 'Help'. Below the menu bar are four tabs: 'Add/Update Version', 'Copy/Merge Version' (which is selected), 'Delete Version', and 'Set Default DP Filters'. The main area is divided into two sections. The 'Copy From' section has a checkbox 'Copy locked decision package only' which is unchecked. Below this are four dropdown menus: 'Budget Period' (set to '2005-07'), 'Versions with data' (set to 'BK - Brads Version'), 'Package Program' (set to 'All'), and 'Budget Level' (set to 'All'). The 'Copy To' section has two dropdown menus: 'Budget Period' (set to '2005-07') and 'Version' (set to 'EN - Enacted Recast'). Below these is a checkbox 'Replace existing Decision Package data' which is unchecked. At the bottom right are two buttons: 'Copy' and 'Reset'. The status bar at the bottom shows 'Agency: 105' on the left and '5.0.153' on the right.

3. Select the appropriate **Budget Period** and **Version** (the most up-to-date version, most likely your agency submittal version) in the **Copy From** section.
4. Leave the **Package Program** and **Budget Level** as **All**.
5. Change the **Copy To** version to the enacted version entered in task 1.
6. Click the **Copy** button and **Yes** to confirm settings and **OK** when completed.
7. Select **Tools / Decision Package Management**.

Budget Management Console - Decision Package Management

File Edit View **Tools** Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Lock
1		CB-00	Current Beinnium Extract	0		Final	<input type="checkbox"/>
2		CL-01	9N Contractual Obligations	0		Final	<input type="checkbox"/>
3		CL-02	9Q Equipment & Software Licenses	0		Final	<input type="checkbox"/>
4		CL-03	H94/52 Integrated Permit System	0		Final	<input type="checkbox"/>
5		CL-04	59 Citizen Corp	0		Final	<input type="checkbox"/>
6		CL-05	Implement Collective Bargaining	0		Final	<input type="checkbox"/>
7		CL-08	Land Use Study	0		Final	<input type="checkbox"/>
8		CL-09	Medicaid Forecasting	0		Final	<input type="checkbox"/>
9		CL-10	Nonecon Damages Task Force	0		Final	<input type="checkbox"/>
10		CL-11	K-12 Health Care Study	0		Final	<input type="checkbox"/>
11		CL-8I	Self Insurance CF	0		Final	<input type="checkbox"/>

Save Reset Sort Set Filter to All

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- Verify in that you are in the Enacted Recast version by checking the status bar at the bottom of the screen.
- If not the correct version select **File / Change Version/DP Filter**.

Decision Package Filter Screen

Decision Package Filter Criteria
Enter the information below that will define the filter criteria.

Budget Period: 2005-07 Version: EN - Enacted Recast

Package Program: - Agency Level - Budget Level: All

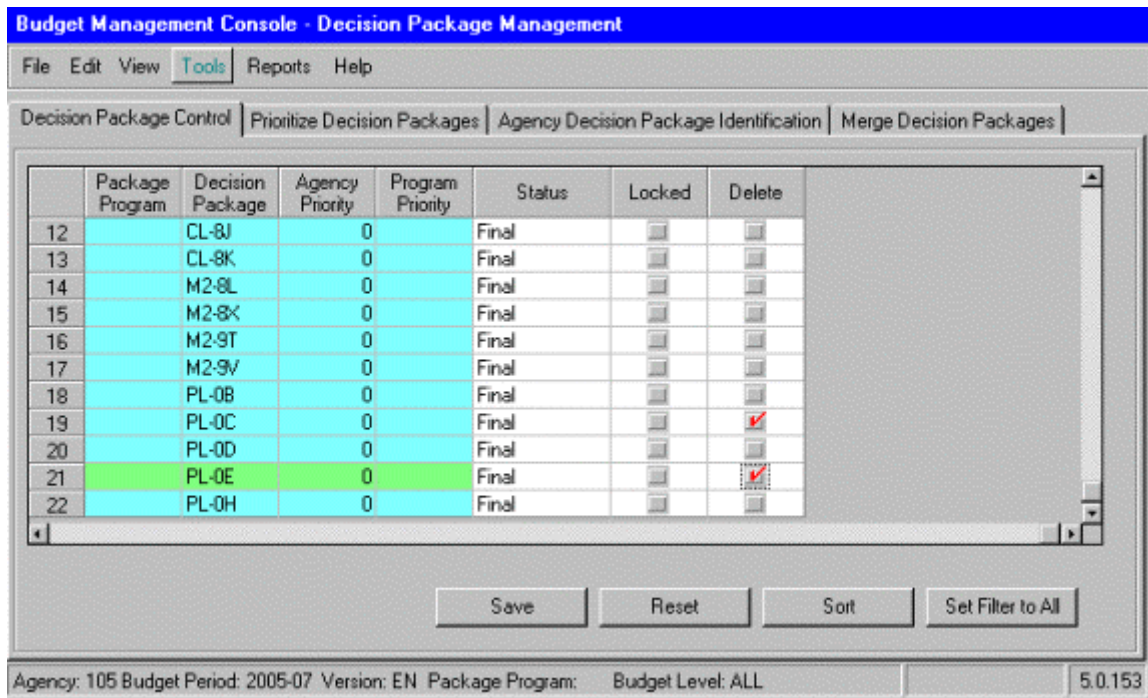
☐ View Locked Decision Packages Only

OK Reset Cancel

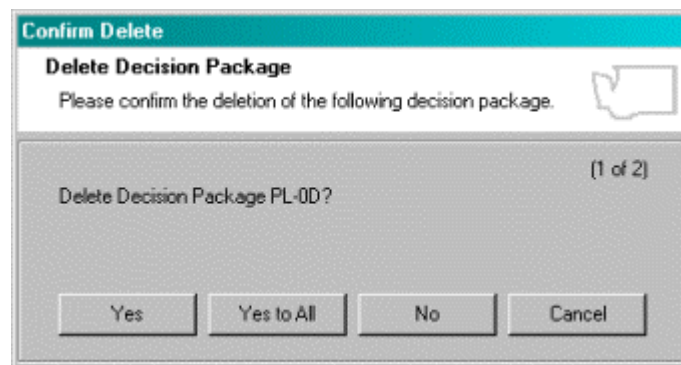
- Update the filter selections to reflect the Enacted Recast version and click **OK**.

Delete decision packages

- Click the box to check in the **Delete** column for each decision package that was not funded at all in the enacted budget.



12. Click **Save** to initiate the delete.



13. Select **Yes to All** on the Confirm Delete box to delete all decision packages. Alternatively, you may opt to select Yes and have each decision package presented to you individually.

Add decision packages

14. Select **File / Add a decision package** from the BDS menu bar to add a decision package added to your budget either by the governor or through the legislative process.

15. Select the appropriate **Budget Level** and **Decision Package Code** for the decision package.
16. Keep the **Package Program** as **Agency Level**. *Note: There is an option to add a decision package as several separate decision packages by program. See the BDS Advanced Tutorial in BDS help for more information on using package program for this purpose.*
17. Enter the **Package Title**, click the **Open after Save** check box, then click **Save** to save the decision package.

18. Click **Yes** after confirming the selections.
19. Select **Edit / Expenditure Detail Amounts** once the decision package opens to the **Narrative** screen. *Note: Narrative is not required for the Enacted Budget Recast nor will it be sent to OFM. Agencies may choose to enter text such as the Recommendation Summary text for their own electronic record.*
20. Select the **Affected Programs/Activities** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-AC HB1234 New Stuff

File Edit View **Tools** Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Programs/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.
 Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A001 Accounting Services for Other	110/A005 Central Financial Systems D
010 - Administration	A002 Administrative Activity	
020 - Budget	A003 Assessment Payments on Stat	
030 - Information Services	A004 Budget Driver and Expenditure	
040 - Accounting & Adminis	A005 Central Financial	
050 - Statewide Accounting	A006 Collective Bargaining	
060 - Statewide Policy	A007 Criminal History Federal Grant	
070 - Forecasting	A008 Governor's Budget Developme	
080 - Management	A009 Office of Regulatory Assistanc	
083 - Risk Management - AI	A010 Personal Service and Client S	
090 - Lid	A011 Population Estimates, Forecas	
110 - Statewide Systems	A012 Risk Management	

Save Cancel

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21. Select the appropriate **Activity** and **Program** combination(s) for entering the decision package funding, click the > to move to **Affected Programs/Activities**. *Note: Program level detail is not required for the Enacted Recast when the agency is not appropriated by program. However, **we strongly recommend** that you recast by program since this recast will likely become the base of the next biennium budget request. Having a base by program and activity will make budget development easier given the submittal requirement of the Programs by Budget Level report.*
22. Double click the **Agency Level** from the **Affected Programs/Activities** to remove and click **Save**.
23. Return to the **Fund Detail** tab.




Decision Package Console - Expenditure/Staffing Detail Amounts - PL-AC HB1234 New Stuff

File Edit View **Tools** Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm 110 / Act A005 FY 2006	Pgm 110 / Act A005 FY 2007
419-6	Data Processing Rev - Non A	150,000	175,000	150,000	175,000
	Total Fund 419	150,000	175,000	150,000	175,000
	<-- Enter Fund Here				
Total		150,000	175,000	150,000	175,000
	Biennial Total		325,000		325,000

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24. Enter fund(s) for the decision package to the left of **← Enter Fund Here** and hit tab to add the row.
25. Click on the row for fund 996-Z and select **Edit / Delete Worksheet Row** to remove this row.
26. Enter the dollar amounts funded for each fund, program/activity combination, and year. 
Note: The amounts by year are only required to match OFM by year when the fund is appropriated by year. If not appropriated by year then the total of both years is required to match the biennial appropriation. Keep in mind this will version will roll into your base budget in the next budget development cycle when entering your estimates.
27. Select the **FTE Detail** tab. 
Note: Objects are not required for the Enacted Recast. Agencies may opt to include object information in light of the fact that this version can be rolled as the base for the next budget development cycle.
28. Enter fund(s) for the decision package to the left of **← Enter Fund Here** and hit tab to add the row.
29. Click on the row for fund 996-Z and select **Edit / Delete Worksheet Row** to remove this row.
30. Enter the FTE amounts funded for each fund, program/activity combination, and year. 
Note: The amounts by year are only required to match OFM by year when the fund is appropriated by year. If not appropriated by year then the total of both years is required to match the biennial appropriation. Keep in mind this version will roll into your base budget in the next budget development cycle when entering your estimates.
31. Select **File / Save Current Tab Set** when all estimates have been entered.
32. Repeat steps 14 to 31 for additional decision packages added.

Update decision packages funded at a different level

33. Select **View / List Decision Packages by ID** from the BDS menu bar.
34. Click once to highlight a decision package that was funded at a level different than your originating version.
35. Select **Edit / Expenditure Detail Amounts** from the BDS menu bar.
36. Go to the **Affected Programs/Activities** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-0H OFM Server Room Consolidation

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail FTE Detail **Affected Programs/Activities** Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.
 Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A001 Accounting Services for Other	010/A002 Administrative Activity
010 - Administration	A002 Administrative Activity	020/A008 Governor's Budget Devel
020 - Budget	A003 Assessment Payments on Stat	040/A001 Accounting Services for (
030 - Information Services	A004 Budget Driver and Expenditure	040/A010 Personal Service and Clie
040 - Accounting & Adminis	A005 Central Financial Systems Dev	050/A013 Statewide Accounting Pc
050 - Statewide Accounting	A006 Collective Bargaining	060/A015 Statewide Policy Develop
060 - Statewide Policy	A007 Criminal History Federal Grant	070/A004 Budget Driver and Expen
070 - Forecasting	A008 Governor's Budget Developm	070/A011 Population Estimates, For
080 - Management	A009 Office of Regulatory Assistanc	070/A014 Statewide Economic and
083 - Risk Management - AI	A010 Personal Service and Client S	080/A006 Collective Bargaining
090 - Lid	A011 Population Estimates, Forecas	083/A012 Risk Management
110 - Statewide Systems	A012 Risk Management	110/A005 Central Financial Systems

Save Cancel

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37. Review the selected programs and activities to determine if additional combinations need to be added.
38. If needed, select the appropriate **Activity** and **Program** combination(s) for entering the decision package funding, click the > to move to **Affected Programs/Activities**. *Note: Program level detail is not required for the Enacted Recast when the agency is not appropriated by program. However, we strongly recommend that you recast by program since this recast will likely become the base of the next biennium budget request. Having a base by program and activity will make budget development easier given the submittal requirement of the Programs by Budget Level report.*
39. Click **Save**.
40. Return to the **Fund Detail** tab.

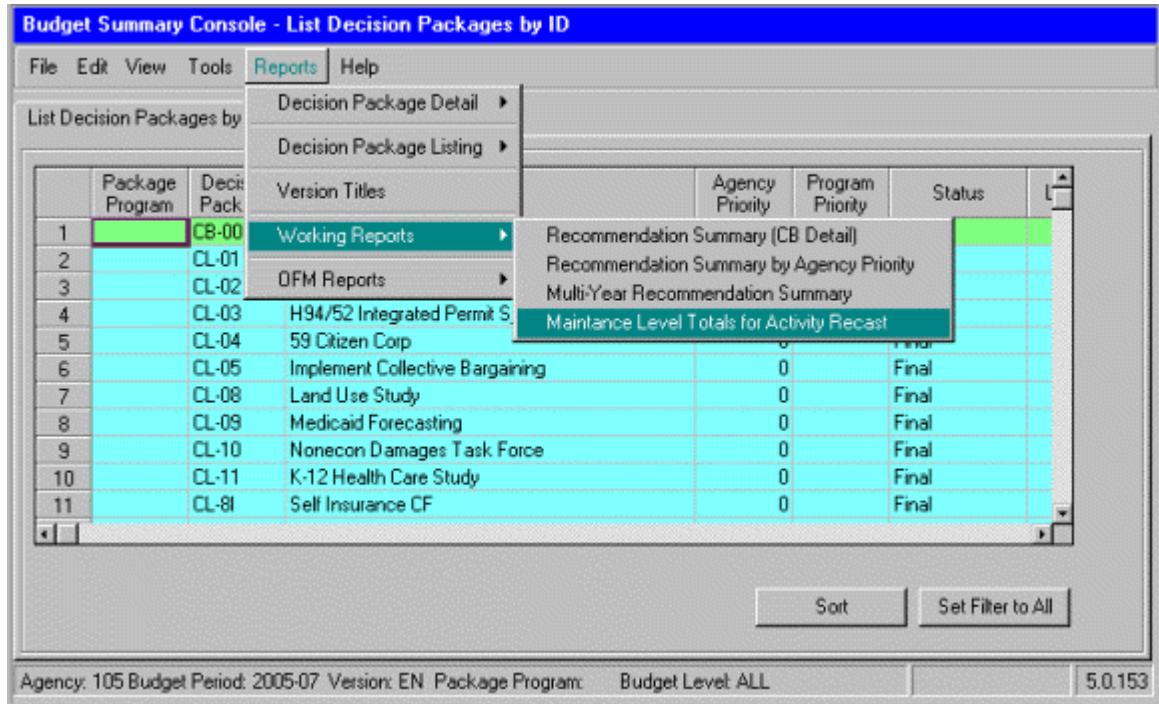
Decision Package Console - Expenditure/Staffing Detail Amounts - PL-0H OFM Server Room Consolidation							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund/AT Code	Fund/AT Title	Total FY2006	Total FY2007	Pgm 010 / Act A002 FY 2006	Pgm 010 / Act A002 FY 2007	Pgm 020 / Act A008 FY 2006	Pgm 020 / Act A008 FY 2007
001-1	General Fund - State	133,685	21,505	0	0	10,000	
	Total Fund 001	133,685	21,505	0	0	10,000	1
419-6	Data Processing Rev - Non Ag	154,800	14,400	0	0	0	
	Total Fund 419	154,800	14,400	0	0	0	
	<-- Enter Fund Here						
Total		288,485	35,905	0	0	10,000	1
	Biennial Total		324,390		0		2

41. Update estimates to reflect the decision package's funded level.
42. Go to the **FTE Detail** tab to update the FTE levels.
43. Select **File / Save Current Tab Set** to save changes.
44. Repeat steps 33 to 43 until all decision packages match the funded level.

Option 1, Task 4 – Verify Enacted Version

Now that your decision packages by activity reflect the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

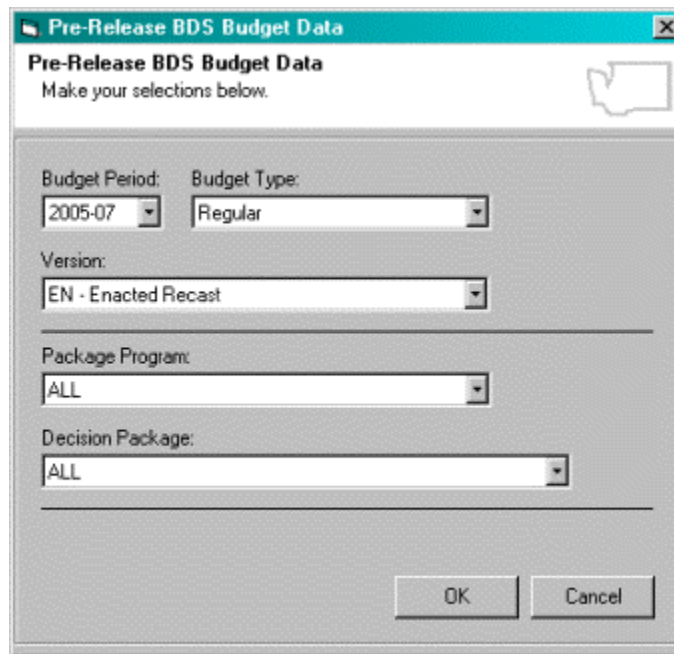
1. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar. *Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.*



2. Verify that the report indicates no balances. *Note: A zero balance indicates that the all dollars and FTEs are allocated to activities.*

100%					
1 of 1					
Ret					
State of Washington					
Budget Level Totals for Activity Recast					
Agency: 105 Office of Financial Management			1:38:01PM		
Budget Period: 2005-07			4/29/2005		
Version: EN Enacted Recast					
		FTE		Dollars	
<u>Program</u>	<u>Fund</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>2nd Year</u>
Grand Total		0.0	0.0	0	0

3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this to be true when the report lists all zeros.
4. Click the **printer** icon to print a copy of the report if the report is not all zero. You have two options for correcting the activity totals.
 - a. Verify the columns in each decision package have an Activity identified. When you find a column that does not meet this condition you will need to add a new column with activity using the **Affected Program/Activities** tab, reenter the amounts into the activity column and delete the original column.
 - b. Follow the steps in **Option 2, Task 3 – Create your bottom line recast** to plug the differences into decision package PL-9Z.
5. Click **Close** to close the report and return to BDS.
6. Select **File / Exit to BDS Menu** from the BDS menu bar.
7. Select **Verify Data to be Released to OFM / BDS Budget Data** from the BDS menu.



Pre-Release BDS Budget Data
Make your selections below.

Budget Period: 2005-07 Budget Type: Regular

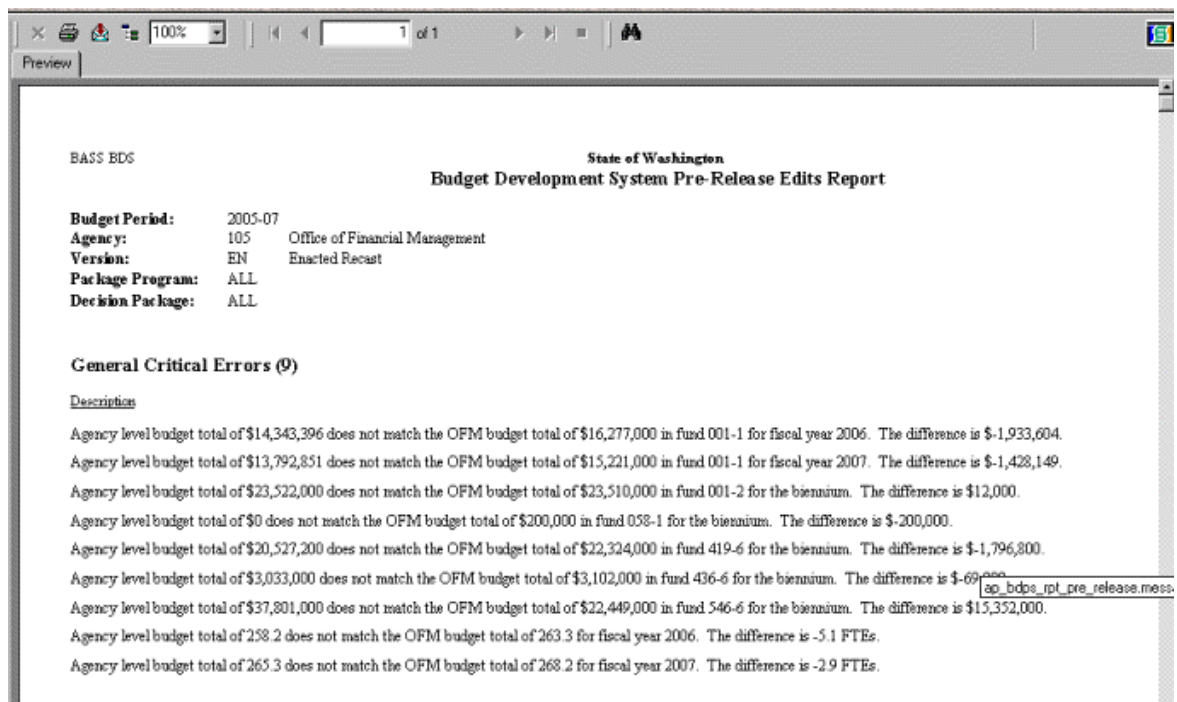
Version: EN - Enacted Recast

Package Program: ALL

Decision Package: ALL

OK Cancel

8. Select the appropriate **Budget Period**, **Budget Type**, and **Version** for the **Enacted Recast** and click **OK** to run. *Note: You cannot limit to a particular package program or decision package when the **Budget Source** of the version is **Enacted Recast**.*
9. Review the report for critical errors and warnings and click **Close** when completed. A complete listing of errors is available in **Appendix 1 – Pre-Release Edits**.



BASS BDS

State of Washington
Budget Development System Pre-Release Edits Report

Budget Period: 2005-07
Agency: 105 Office of Financial Management
Version: EN Enacted Recast
Package Program: ALL
Decision Package: ALL

General Critical Errors (9)

Description

Agency level budget total of \$14,343,396 does not match the OFM budget total of \$16,277,000 in fund 001-1 for fiscal year 2006. The difference is \$-1,933,604.

Agency level budget total of \$13,792,851 does not match the OFM budget total of \$15,221,000 in fund 001-1 for fiscal year 2007. The difference is \$-1,428,149.

Agency level budget total of \$23,522,000 does not match the OFM budget total of \$23,510,000 in fund 001-2 for the biennium. The difference is \$12,000.

Agency level budget total of \$0 does not match the OFM budget total of \$200,000 in fund 058-1 for the biennium. The difference is \$-200,000.

Agency level budget total of \$20,527,200 does not match the OFM budget total of \$22,324,000 in fund 419-6 for the biennium. The difference is \$-1,796,800.

Agency level budget total of \$3,033,000 does not match the OFM budget total of \$3,102,000 in fund 436-6 for the biennium. The difference is \$-69,000.

Agency level budget total of \$37,801,000 does not match the OFM budget total of \$22,449,000 in fund 546-6 for the biennium. The difference is \$15,352,000.

Agency level budget total of 258.2 does not match the OFM budget total of 263.3 for fiscal year 2006. The difference is -5.1 FTEs.

Agency level budget total of 265.3 does not match the OFM budget total of 268.2 for fiscal year 2007. The difference is -2.9 FTEs.

The most common critical error will be that the version does not match control totals. The control totals are compared to the Enacted Budget, as it exists in WinSum. You can view these totals for yourself using BASS' Version Reporting System (VRS) by running a Fund and FTE Detail by Fiscal Year on the version for the biennium that is titled "Enacted Budget". Contact your budget analyst if you have questions or concerns regarding the control totals.

10. Make corrections as necessary to resolve all critical errors.
11. Review each warning error to determine if further action should be taken.
12. Re-run the Pre-Release Edit report to verify corrections.

Option 1, Task 5 – Release Version

Once you pass all pre-release edits you are ready to submit your version to OFM. You must have security to release BDS data to complete this step.

1. Select **Exit to BASS Main Menu** from the BDS menu.
2. Click on the icon for **Release Data to OFM** on the BASS main menu. *Note: You do not have the security to release data to OFM if you do not have this option on the main menu.*



3. Select the **BDS** tab.

Agency: Office of Financial Management

PMTES - Tracking **BDS** BDS - Other CBS

Release Budget Data to OFM

Budget Period: 2005-07 Budget Type: R - Regular Version: EN - Enacted Recast

☒ Include Narrative, Fund, FTE and Revenue.

Package Program: Enacted - Entire Version

Decision Package: Enacted - All Decision Packages

☐ Include Working Capital.

Release

4. Select the **Budget Period, Budget Type, and Version for release.** *Note: You will not be able to select a specific package program, decision package, or working capital when releasing an Enacted Recast version.*
5. Click the **Release** button.
6. You should receive a message that the data has been released.
7. Exit and Logoff BASS.

Congratulations, you are done!

**OPTION 2 – RECAST BY ACCOUNT AND ACTIVITY AT THE BOTTOM
LINE**

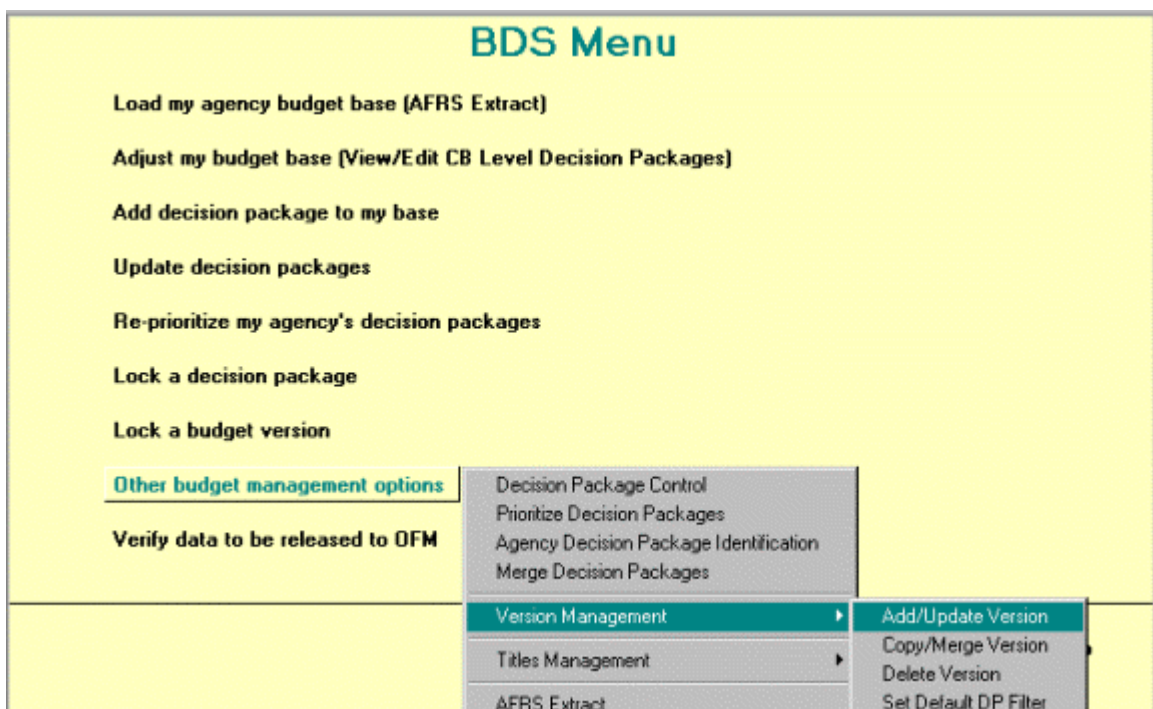
Option 2, Task 1 – Create your Enacted Budget Version

Prior to entering the enacted budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this case the relation is all the decision packages that comprise the agency biennial enacted budget. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address <http://systems.ofm.wa.gov/basspr/login/login.asp> (or <https://fortress.wa.gov/ofm/systems/basspr/login/login.asp> for Fortress users) in the address bar of the browser.
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*
3. Select the calculator icon for **Budget Development System (BDS)**.



4. From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**.



5. Select the appropriate **Budget Period** using the dropdown list box. **2005-07**

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version Copy/Merge Version Delete Version Set Default DP Filters

Budget Period: 2005-07

	Version	Title	Budget Source	Budget Type
1	BK	Brads Version	Agency	Regular
2	CB	Vickis CB	Agency	Regular
3	CF	Data load from WinSum	Agency	Regular
4	VR	Vickis Test Version	Agency	Regular
5	EN	Enacted Recast	Enacted	Regular

Regular
First Year Supplemental
Second Year Supplemental
CB 2nd Year Expenditure Estimates

Save Reset

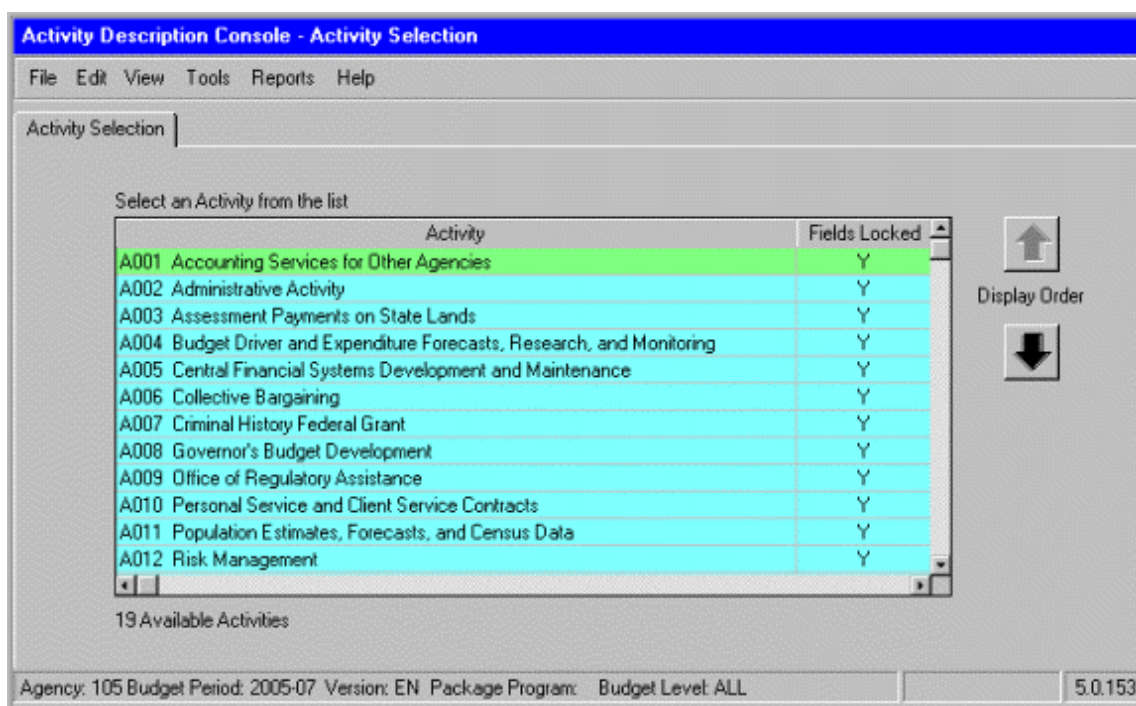
Agency: 105 5.0.153

6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own. <Your initials>*
7. Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents. *<Your Name> Practice*
8. Select **Enacted** from the list of **Budget Sources** available in the dropdown list.
9. Select **Regular** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code.
10. Hit the **Save** button to save the version.

Option 2, Task 2 – Review and Edit Agency Activities

BDS copied all activities considered to be the “official” activities as of the last Governor’s budget into BDS when you added the version in the previous step. This will be the starting point for organizing and describing your activities to reflect the enacted budget. This may require adding activities for new funding or deleting activities that have lost funding or are being consolidated into other activities.

8. Select **Tools / Agency Activity Description** from the BDS menu bar.



9. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the “official” activities.
10. Select **No** when asked if “Do you want this formatted for Word?”

STATE OF WASHINGTON

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: EN - Enacted Recast

Agency: 105 - Office of Financial Management

A001 Accounting Services for Other Agencies
 The Office of Financial Management (OFM) provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator to these agencies. SACS saves the state money by consolidating the budget, payroll, and accounting services of small agencies.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:
 Dollar and FTE staff savings for the state. Small agencies can focus their efforts on achieving their missions and goals. Maintain

11. Click the printer icon to print the report.
12. Review the report to determine changes that need to be made to titles, descriptions, expected results and performance measures.
13. Note activities that should be deleted because of a lack of funding or consolidation with another activity.
14. Note that these fields may be locked in the “official” version meaning you will not be able to update the locked field(s) or delete the activity. In this case you will need to contact your OFM analyst to request the fields be unlocked so that you can make needed changes.
15. Click to select an activity that is to be deleted and is unlocked.
16. If you need to delete an activity, select **Edit / Delete Activity** from the BDS menu bar.

Activity Description Console - Activity Selection

File Edit View Tools Reports Help

Activ Edit Detail Delete Activity Add Activity

Select an Activity from the list

Activity	Fields Locked
A008 Governor's Budget Development	Y
A009 Office of Regulatory Assistance	Y
A010 Personal Service and Client Service Contracts	Y
A011 Population Estimates, Forecasts, and Census Data	Y
A012 Risk Management	Y
A013 Statewide Accounting Policies and Reporting	Y
A014 Statewide Economic and Revenue Forecasts, Fiscal Planning, and Research	Y
A015 Statewide Policy Development for Governor's Office	Y
A016 Washington Commission for National and Community Services	Y
A017 WorkFirst Program	Y
ZZZZ Compensation Cost Adjustment	N
ZZZY Middle Management Reduction	N

19 Available Activities

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

17. Select **File / Save Changes** to permanently delete the activity.

18. Double click to open an activity requiring edits.

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: A005 Activity Title: Central Financial Systems Development and Maintenance

Activity Description: The Office of Financial Management's (OFM) Central Financial Systems Development and Maintenance section develops, implements, maintains, and supports statewide financial systems for use by state agencies. The financial systems provided by OFM include accounting, budgeting, and reporting systems that allow agencies to manage their financial operations and budget performance. OFM centrally provides these core financial systems so that each agency does not have to develop, operate, and maintain these systems individually, ensuring the maintenance of accurate and centralized accounting of the

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of Postsecondary Learning
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, infer...

Programs Affected (e.g., 010, 020, 030): 110

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

19. Make changes to the title, description, statewide results areas, and program as necessary. *Note: The field must be unlocked for you to make changes. Contact your OFM Analyst to request unlocking.*

20. Click on the Activity Results tab to view expected results and performance measures.

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Related Performance Measures ☐ Selected Items Only


Supported	Performance Measure
<input checked="" type="checkbox"/>	1010 Fastrack Reports
<input checked="" type="checkbox"/>	1020 Travel Voucher System Vouchers
<input checked="" type="checkbox"/>	8010 Hands-off Payments
<input checked="" type="checkbox"/>	8020 Electronic Payments

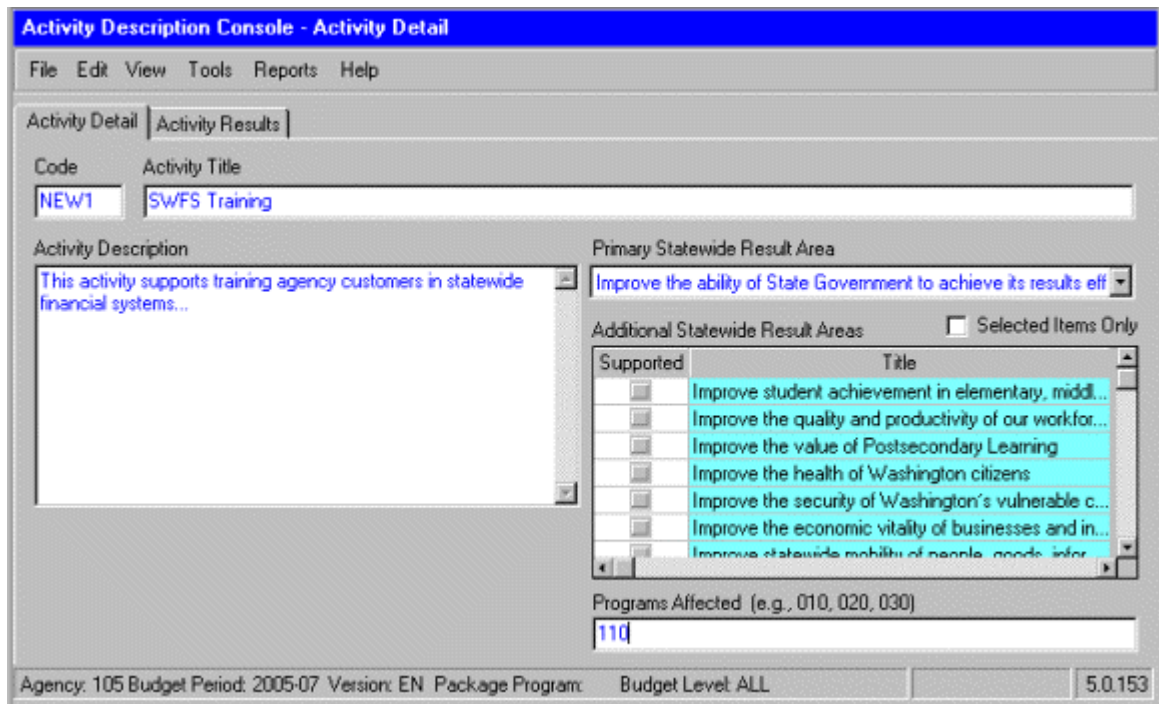
Expected Results: Maximize the value of the state's investments in financial and administrative systems. Streamline business processes to make it easier for state employees to perform their jobs. Provide easy, timely access to valuable information to improve decision making and operational effectiveness. Drive an enterprise-wide framework that supports the cost effective delivery of a modern, secure, integrated suite of financial and administrative systems.

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

21. Check or uncheck performance measures as needed to support the activity. *Note: Editing performance measures, including adding and deleting, is thoroughly described in the Performance Measure Tracking tutorial. Changes to performance measure descriptions are*

not recommended until the new Performance Measure Tracking (PMT) system is implemented in early July 2005.

22. Update the **Expected Results** narrative as necessary to reflect the activity as funded. 
Note: Either Supported performance measures, an Expected Results description, or both are required.
23. Select **File / Save Changes** to save changes to the Activity.
24. Select **View / Activity Selection** to return to the list of activities.
25. If you need to add an activity, select **Edit / Add Activity**.



Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: NEW1 Activity Title: SWFS Training

Activity Description: This activity supports training agency customers in statewide financial systems...

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff...

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of Postsecondary Learning
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, inter...

Programs Affected (e.g., 010, 020, 030): 110

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

26. Enter the Activity code, title, description, statewide result area, and program reference.
27. Select **File / Save Changes**.
28. Select the **Activity Results** tab.

Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input type="checkbox"/>	1010 Fastrack Reports
<input type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments
<input checked="" type="checkbox"/>	NEW1 Number of students trained

Expected Results

Improved accuracy of agency work and submittal to OFM.

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Budget Level: ALL 5.0.153

29. Click to check performance measures that relate to this activity.
30. Enter the **Expected Results** narrative to reflect the activity as funded. *Note: Either Supported performance measures, an Expected Results description, or both are required.*
31. Repeat this task for each new, deleted, or updated activity for your agency.
32. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the “official” activities.
33. Select **No** when asked if “Do you want this formatted for Word?”
34. Review the resulting report to ensure the activities read as you intend and accurately describe the activities of your agency.

Option 2, Task 3 – Create your bottom line recast

Option 2 is a method that agencies can enter the bottom line dollars by account and activity as appropriated in one decision package. Knowing the activity breakout by decision package is not required. You will be required to know your activity breakouts by program and activity before beginning this task.

1. Select **File / Add a decision package** from the BDS menu bar.

Add New Decision Package

New Decision Package
Enter the information below that will define the new decision package.

Budget Period: 2005-07
Version: EN - Enacted Recast
Budget Level: PL - Performance Level
Decision Package Code: PL 9Z
Package Program: Agency Level
Package Title: Recast to Activity
Package Long Title: Recast to Activity

View Decision Package Codes
☐ Used for this Version
☒ Available for this Version
9S - Equipment Replacement Cos
9U - Unanticipated Receipts not i
9W - Operating Costs/Proposed C
9X - Self Insurance Premium, exp
9Y - Other ML Adjustments
9Z - Recast to Activity
* indicates reusable codes

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

2. Enter the following decision package information and **Save**.
 - **Budget Period** – 2005-07
 - **Version** - <your initials> - <your name> Practice
 - **Budget Level** – PL
 - **Decision Package Code** – 9Z-Recast to Activity
 - **Package Program** – Agency Level
 - **Package Title** – Recast to Activity (cannot be changed)
 - **Package Long Title** – Recast to Activity (cannot be changed)
 - **Open this decision package after Save...** - Checked

*Note: **Package Program** may be used to develop a separate recast for each agency program. In this case use **Package Program** to determine the program for recast, and repeat this Step for each program.*

3. Once the decision package opens, select **Edit / Expenditure Detail Amounts** from the BDS menu bar. *Note: Narrative is not required for the Recast decision package.*

4. Select the **Affected Programs/Activities** tab.
5. Highlight **Agency Level** in the **Affected Programs/Activities** column and the < to move out of the list.

Use the combination of available programs and available activities to list each needed combination in the **Affected Programs/Activities** list.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Programs/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.

Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities		Affected Programs/Activities
Agency Level	A001 Accounting Services for Other	>	010/A002 Administrative Activity
010 - Administration	A002 Administrative Activity		010/A003 Assessment Payments on St
020 - Budget	A003 Assessment Payments on Stat	<	020/A004 Budget Driver and Expendit
030 - Information Services	A004 Budget Driver and Expenditure		020/A008 Governor's Budget Develop
040 - Accounting & Adminis	A005 Central Financial Systems Dev	<<	040/A001 Accounting Services for Oth
050 - Statewide Accounting	A006 Collective Bargaining		040/A013 Statewide Accounting Polic
060 - Statewide Policy	A007 Criminal History Federal Grant		
070 - Forecasting	A008 Governor's Budget Developme		
080 - Management	A009 Office of Regulatory Assistanc		
083 - Risk Management - Al	A010 Personal Service and Client S		
090 - Lid	A011 Population Estimates, Forecas		
110 - Statewide Systems	A012 Risk Management		

Save Cancel

Agency: 105 Budget Period: 2005-07 Version: EN Package Program: Decision Package: PL-9Z 5.0.153

6. Click **Save** to save the change and **Yes** to the message warning of deleting the agency default column.
7. Select the **Fund Detail** tab.
8. Enter a row for each fund needed based on the recast and delete the 996-Z row.
9. Select the **View / Freeze Key Columns** option so that you will always be able to view the funds as you use this BDS worksheet.

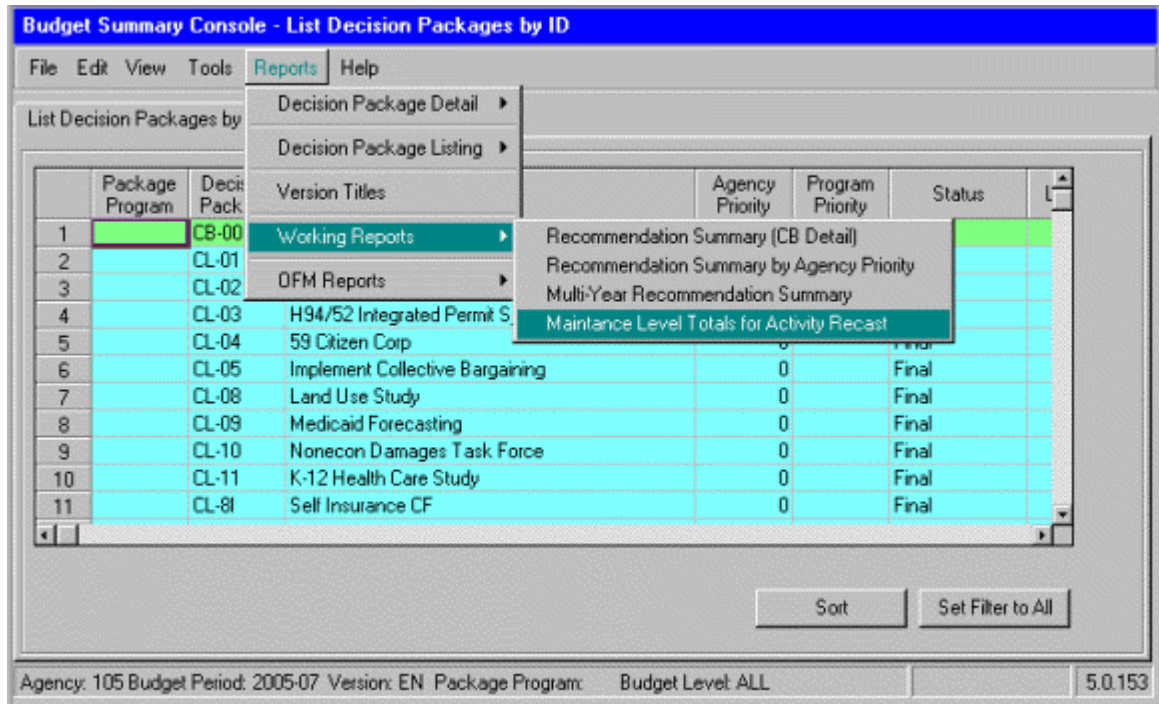
Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm 010 / Act A002 FY 2006	Pgm 010 / Act A002 FY 2007	Pgm 010 / Act A003 FY 2006	Pgm 010 / Act A003 FY 2007
001-1	General Fund - State	36,374,055	36,682,039	25,154,535	25,501,235	1,121,112	1,211,112
	Total Fund 001	36,374,055	36,682,039	25,154,535	25,501,235	1,121,112	1,211,112
058-1	Public Works Assist - State	200,000	200,000	0	0	200,000	200,000
	Total Fund 058	200,000	200,000	0	0	200,000	200,000
419-6	Data Processing Rev - Non A	2,000,000	2,400,000	0	0	0	0
	Total Fund 419	2,000,000	2,400,000	0	0	0	0
	<-- Enter Fund Here						
Total		38,574,055	39,282,039	25,154,535	25,501,235	1,321,112	1,411,112
	Biennial Total		77,856,094		50,655,770		2,731,112

10. Spread the positive recast dollar into the appropriate column for each combination of Program and Activity.
11. Repeat to reverse and respread the recast FTEs in the **FTE Detail** grid. *Note: There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these amounts readily available for reference or analysis.*
12. Select **File / Save Current Tab Set** to save changes to the worksheet.

Option 2, Task 4 – Verify Enacted Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

1. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar. *Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.*



2. Verify that the report indicates no balances. *Note: A zero balance indicates that the all dollars and FTEs are allocated to activities.*

State of Washington						
Budget Level Totals for Activity Recast						
Agency: 105			Office of Financial Management			1:38:01PM
Budget Period: 2005-07						4/29/2005
Version: EN			Enacted Recast			
		FTE		Dollars		
<u>Program</u>	<u>Fund</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>2nd Year</u>	
Grand Total		0.0	0.0	0	0	

3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this to be true when the report lists all zeros.
4. Click the **printer** icon to print a copy of the report if the report is not all zero. You have two options for correcting the activity totals.
5. Click **Close** to close the report and return to BDS.
6. Open decision package PL-9Z to adjust the dollars to correct the report if it does not reflect all zero.
7. Select **File / Exit to BDS Menu** from the BDS menu bar.
8. Select **Verify Data to be Released to OFM / BDS Budget Data** from the BDS menu.

Pre-Release BDS Budget Data
Make your selections below.

Budget Period: 2005-07 Budget Type: Regular

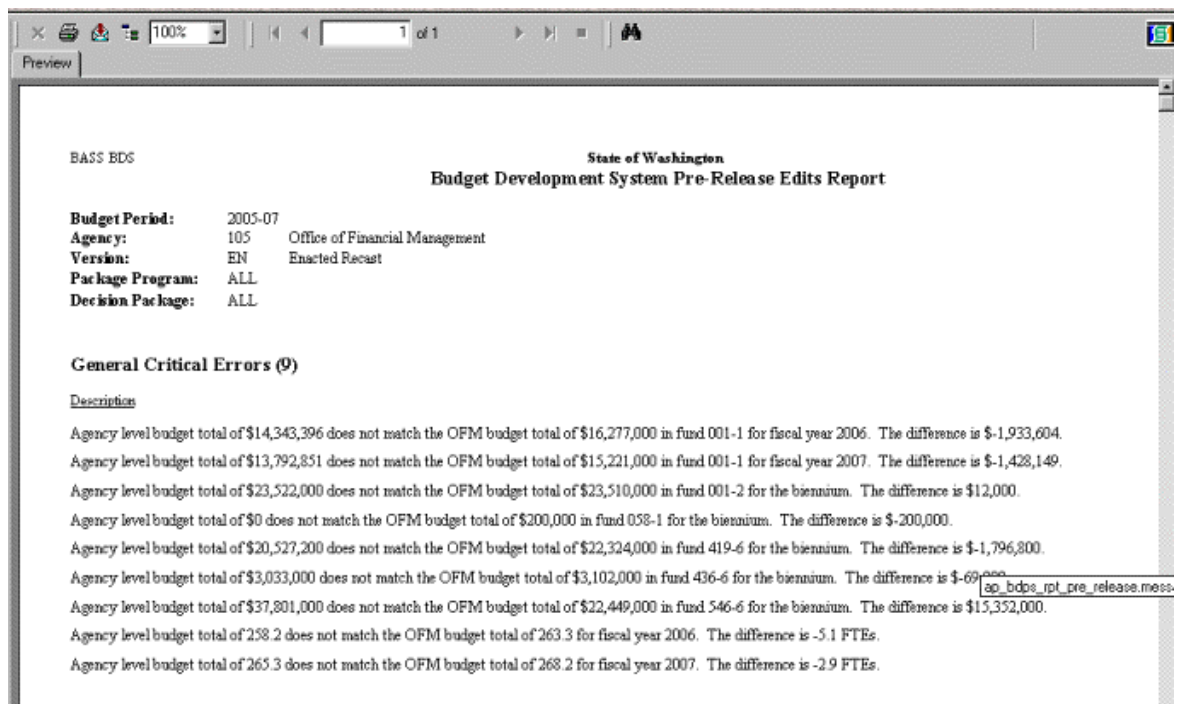
Version: EN - Enacted Recast

Package Program: ALL

Decision Package: ALL

OK Cancel

9. Select the appropriate **Budget Period**, **Budget Type**, and **Version** for the **Enacted Recast** and click **OK** to run. *Note: You cannot limit to a particular package program or decision package when the **Budget Source** of the version is **Enacted Recast**.*
10. Review the report for critical errors and warnings and click **Close** when completed. A complete listing of errors is available in **Appendix 1 – Pre-Release Edits**.



The most common critical error will be that the version does not match control totals. The control totals are compared to the Enacted Budget, as it exists in WinSum. You can view these totals for yourself using BASS' Version Reporting System (VRS) by running a Fund and FTE Detail by Fiscal Year on the version for the biennium that is titled "Enacted Budget". Contact your budget analyst if you have questions or concerns regarding the control totals.

11. Make corrections as necessary to resolve all critical errors.
12. Review each warning error to determine if further action should be taken.
13. Re-run the Pre-Release Edit report to verify corrections.

Option 2, Task 5 – Release Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

1. Select **Exit to BASS Main Menu** from the BDS menu.
2. Click on the icon for **Release Data to OFM** on the BASS main menu. *Note: You do not have the security to release data to OFM if you do not have this option on the main menu.*



3. Select the **BDS** tab.

Agency: Office of Financial Management

PMTES - Tracking | **BDS** | BDS - Other | CBS

Release Budget Data to OFM

Budget Period: 2005-07 | Budget Type: R - Regular | Version: EN - Enacted Recast

☒ Include Narrative, Fund, FTE and Revenue.

Package Program: Enacted - Entire Version

Decision Package: Enacted - All Decision Packages

☐ Include Working Capital.

Release

4. Select the **Budget Period**, **Budget Type**, and **Version for release**. *Note: You will not be able to select a specific package program, decision package, or working capital when releasing an Enacted Recast version.*
5. Click the **Release** button.
6. You should receive a message that the data has been released.
7. Exit and Logoff BASS.

Congratulations, you are done!

APPENDIX 1 – PRE-RELEASE EDITS

General Edits – Critical Errors (require correction)

Type	Explanation	Sample Error Message
Budget must match control totals of enacted version	<p>The total budget, all budget levels, (rounded to the 1,000 after rollup) must match the official enacted version in WinSum at the appropriated level by account and FTEs.</p> <p>Appropriated level will be checked either by fiscal year or the biennial total based on the appropriation level for the fund.</p> <p>FTEs are checked by fiscal year.</p>	<p>SubProgram: Program <i>010</i>, SubProgram <i>50</i> budget total of \$<i>500</i> does not match the OFM budget total of \$<i>385300</i> in fund <i>001-1</i> for fiscal year 2004. The difference is \$-<i>384800</i>.</p> <p>Program: Program <i>010</i> budget total of \$<i>50000</i> does not match the OFM budget total of \$<i>38530000</i> in fund <i>001-1</i> for fiscal year 2004. The difference is \$-<i>38480000</i>.</p> <p>Agency: Budget total of \$<i>152326008</i> does not match the OFM budget total of \$<i>12773000</i> in fund <i>001-2</i> for the biennium. The difference is \$-<i>446992</i>.</p>
Activities without PMs or Expected results	Beginning with the 2005-07 budget - Activities that do not have performance measures or expected results identified should not be submitted to OFM.	Activity <i>XX – TITLE</i> does not have performance measures or expected results identified. Please update the activity description to include these items.
Total budget must be available by activity	Total of all decision packages rolled up must be available by activity.	The total of all Decision packages (all budget levels) must be available by activity either by assigning activities in the decision package or recasting the total amounts using PL-9Z. The Budget Total for Recast report will provide the detail of discrepancies.
Performance Measure does not exist in Pending, Approved or OFM Inactive Status	On the budget release an edit check will be performed to determine if there are any Activity/ Performance Measure relationships or any Performance Measure Budget Amounts tied to Performance Measures that have not been released to OFM (e.g. Pending, Approved, or OFM Inactive status). If there are, the budget release will not be allowed. The user will be notified that all Performance Measures tied to the budget need to be released before the budget can	Performance Measure <i>XXX</i> does not exist in Pending, Approved, or OFM Inactive status. Please release Performance Measure data prior to releasing BDS Budget. Alternatively you may unlink this performance measure from Activities in the BDS version.

Type	Explanation	Sample Error Message
	be released. edit check.	

General Edits – Warning

Type	Explanation	Sample Error Message
Activities without estimates	Activity XXX that do not have incremental estimates tied (or budget total cumulative) should not be sent to OFM.	Activity XX does not have any decision package estimates associated with it.

TUTORIAL EVALUATION

BDS Enacted Recast

	Strongly Disagree			Strongly Agree	
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: _____

The worst feature of this tutorial is: _____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

Other comments: _____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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